

POSITION AVAILABLE

FINANCE AND ADMINISTRATIVE ASSISTANT

The Fair Housing Center of Southwest Michigan (“the Center”) seeks a detailed, multi-talented, individual for a multi-faceted, full-time position. The Center’s **Finance and Administrative Assistant** will be responsible for a wide range of financial and administrative functions, conducted confidentially, and in compliance with all federal, state, and local regulations as well as professional standards.

Duties will include, but not be limited to:

1. Maintaining and recording business transactions
2. Balancing ledgers and preparing reports
3. Performing accounts payable, accounts receivable and payroll functions
4. Preparing and maintaining an inventory of non-consumable supplies and equipment
5. Organizing and maintain the Center’s office environs
6. Assisting the Executive Director in the role of liaison to the Board of Director and contract compliance officer:
7. Collecting, maintaining, and compiling program and financial data on a regular basis for inclusion in reports to funding sources
8. Assisting in the writing, production and delivery of newsletters
9. Assisting in the writing, production and delivery of grants, press releases, and other means of publically announcing the Center’s activities

For the position, the **ideal candidate** will be an individual who:

Possesses a commitment to ensuring civil rights for all

Is committed to high quality work and products

Has experience in a nonprofit, community-based agency; preferably in a HUD-funded agency

Has demonstrated the ability to work collaboratively with others in a challenging environment

Has a Bachelor’s degree in a accounting or equivalent experience and education

Has the demonstrated ability to work independently

Has experience working with diverse community groups

Has the demonstrated ability to achieve results while efficiently managing multiple projects

Has demonstrated excellent verbal and written communication skills and writing abilities to convey information accurately and effectively

Has knowledge of computer hardware and software necessary to complete all tasks

Is a highly motivated self-starter

Has knowledge of computer hardware and software, including Microsoft Office applications

If you possess some or all of these attributes, please drop off or mail a resume with a **cover letter stating salary requirements** to: Fair Housing Center of Southwest Michigan, 405 W. Michigan, Suite 6, Kalamazoo, MI 49007.

Electronically submitted applications will not be accepted. No phone calls, please.

Deadline: Monday, 4:00 PM, July 24, 2015